

National Association of MAPUA Alumni of British Columbia

Constitution and By-Laws

Constitution

ARTICLE 1 – Name

The name of the Association is the National Association of Mapua Alumni of British Columbia. In abbreviated form, it shall be known as NAMABC

ARTICLE II – Objectives of the Association

The Objectives of the Association shall be:

1. To promote, coordinate, execute programs or activities that will uphold and enhance the image and integrity of the Association and our Alma Mater, the Mapua Institute of Technology.
2. To recognise, pursue and disseminate information on innovative technology trends and practices through publications, seminars, forums, workshops, open house or exhibits.
3. To provide assistance for career development and employment opportunities to members through mentoring and networking.
4. To undertake social, charitable, recreational and educational activities.
5. To provide scholarship, bursaries or grants to qualified students of Mapua Institute of Technology through the scholarship program of the Association.

ARTICLE III – Amendments

1. The Constitution and By-Laws or provisions thereof, may be amended or repealed in a referendum by a majority (50% plus one) of all the Regular members present at the special meeting duly held for the purpose.
2. Proposed amendments must be submitted to the Executive Board at least eight (8) weeks prior to any annual meeting and at least six (6) weeks prior to any special meeting at which they are to be considered. The Executive Board may at its discretion waive the eight (8) or six (6) week period.
3. Notice of Amendments must be given in writing or electronic mail by the President or his designated delegate to all Regular members at least 15 days in advance of the date of the meeting.
4. Accidental non-receipt of notice by any member shall not invalidate an amendment made under this article.

ARTICLE IV – Ratification

1. The Constitution and Bylaws and all amendments shall be ratified when signed by the Elected Officers and the Board of Directors.

2. The ratified Constitution and By-Laws shall be implemented upon approval by the Registrar of Societies and shall be posted on the official website.

By-Laws

ARTICLE I – Definitions

For the purpose of correct interpretation, certain terms have been defined and where such terms appear in these by-laws, they shall be understood to have the following meanings:

- a. Alumni - means a graduate of a listed undergraduate degree program of the Mapua Institute of Technology
- b. Elected Officers – means President, Vice-President for Internal Affairs and Vice-President for External Affairs, Secretary, Treasurer and PRO
- c. Executive Board Means the governing body of the Association composed of the Elected officers and any appointed Committee Chairpersons.
- d. Resolution - means a written motion adopted by the members of the Association.
- e. Societies Act - means the Societies Act of the Province of British Columbia in force and all amendments.
- f. Calendar Year – means the dates from January 01 to December 31 of each year.
- g. Board of Directors - means the consultative and reviewing body of the association who shall act as advisers to the Association.

ARTICLE II – Membership

Section 1 – Categories of Membership:

There shall be two (2) categories of Association Membership:

- a. Regular Members – are bona fide alumni of Mapua Institute of Technology (MIT), resident of B.C., paid the annual dues for the current calendar year and abide by the Constitution and By -Laws of the Association.
- b. Associate Members are undergraduates of Mapua Institute of Technology (MIT) or had been enrolled and passed courses in a period of no less than two semesters; or an Mapua Institute of Technology (MIT) alumnus but is non-BC resident, paid the annual dues for the current calendar year and agree to uphold and comply with the Constitution and By -Laws of the Association.

Section 2 – Procedure to Obtain Membership

- a. Any person who meets the criteria set forth in Article II Section 1 above; upon signing of Application for membership; upon acceptance of the Application by the Membership Committee and upon receipt of annual dues.

Section 3 – Rights and Privileges of Membership

- a. Regular Members shall have the rights and privileges to vote, to be elected as officers or to be appointed to the Executive Board, Board of Directors and various Committees, to attend and participate in all membership meetings and activities.
- b. Associate Members shall have the rights and privileges to vote in the election of officers, to become member of various committees, to attend and participate in all membership

meetings and activities. They shall not be entitled to hold any elected office or chairperson of various Committees.

Section 4– Cessation of Membership

A member shall cease to be a member of the Association

- a. By delivering his resignation in writing to the secretary of the Association or by mailing it to the address of the Association;
- b. By being expelled.

ARTICLE III – Expulsion of Members

Section 1 - Any member who shall be found guilty of any or all the conduct herein specified shall be expelled.

- a. Misappropriation of any funds of the Association
- b. Conviction of a crime by a court of Law
- c. Represented or used the Association in malicious or illegal activities;

Section 2 - To expel a member, the Executive Board shall create an Investigating Committee who shall submit its findings and recommendation within thirty (30) days after its creation to the Executive Board.

Section 3 - Upon receipt of the recommendation from the Investigation Committee, the Executive Board shall call for a Special Meeting with the Member involved and the Investigating Committee Members whereby the Executive Board shall announce their verdict.

ARTICLE IV – Annual Membership Fee

Section 1 – In accordance with the provisions of the Association, there shall be an annual membership fee to be set by the Executive Board. Non-payment of the annual membership fee within the calendar year shall result in automatic lapse of privileges in the Association.

Section 2 – Annual membership fee shall be paid to the Treasurer on or before January 30 of each calendar year. When a non-paid member pays the annual fee, he shall be reinstated as a Regular member for the current calendar year. Any advance payment of the membership fee for the next year shall also be accepted.

Section 3 - If both spouses are applying for membership at the same time, one spouse shall receive a 50% discount on the annual membership fee.

ARTICLE V – Elected Officers

Section 1 – Classification

The Elected Officers shall be as follows:

- a. President
- b. Vice-President for Internal Affairs
- c. Vice-President for External Affairs
- d. Secretary

- e. Treasurer
- f. Press Relations Officer (PRO)

Section 2 – Eligibility

- a. All Regular Members in good moral standing shall be eligible for election as officers.

Section 3 – Tenure of Office

- a. All Elected Officers shall have a tenure of office for two (2) years or until their successors are elected. The tenure of office shall commence on the first day of the calendar year following election.
- b. No member of the Executive Board may hold more than one elective office at a time.

Section 4 – Method of Election

- a. The election of officers shall be scheduled two (2) months before the expiration of the term of the current elected officers
- b. Two (2) months before the scheduled election date, there shall be a Nominations & Election Committee appointed by the Executive Board. The Nominations & Election Committee shall be composed of a Chairperson and two (2) members.
Its duties shall be:
 - i. to develop and implement the procedure for obtaining nominations for elected officers
 - ii. to obtain a candidate for any office for which no nomination has been received
 - iii. to present a ticket of nominations to Nominations & Election Committee Chairman
- c. Nominations for elected officers may be presented by any Regular Member on nomination forms provided for its use and signed by the Nominations & Election Committee Chairman. Such nomination shall be received by the Nominations & Election Committee at least one (1) week prior to the election of officers to be valid. Nomination procedure can be waived by the Chairperson if no nomination has been received according to the prescribed election procedure. Nomination can be accepted at the special meeting before the election on the same day.
- d. Voting during special meeting shall be by secret ballots. The candidate receiving the greatest number of votes shall be elected.
- e. Whenever there is but one candidate, the ballot shall be dispensed with and that candidate shall be elected by acclamation.
- f. In the event of a tie vote, if two or more candidates are contesting the office, a second secret balloting will be held between the two or more tied candidates.

Section 5 – Vacancies

- a. Any vacancies occurring in any elective office will be temporarily filled by a regular member appointed by the remaining Elected Officers until the next election

ARTICLE VI – Duties of Elected Officers

Section 1 – Duties of the President

The duties of the President shall include:

- a. To preside at meetings of the Association and Executive Board.
- b. To appoint various Committee Chairperson.

- c. Shall be a signing officer of the Association.
- d. Attests the minutes of the Executive Board.
- e. Officially represent the Association in any social, civic, cultural, technical, or educational function to which the Association has been invited.
- f. Authorized to approve all official expenses up to \$200.00 and shall obtain the Executive Board's approval for all expenses over \$200.00.
- g. Present at each annual meeting the following reports:
 - i. Annual financial statements prepared by the Treasurer,
 - ii. Accomplishments of previous year and programs for the coming year

Section 2 – Duties of the Vice-President for Internal Affairs

The duties of the Vice-President for Internal Affairs shall include:

- a. To interpret and implement policies, legal documentations of the Association and may preside at any meeting of the members, the Executive Board or committees in the absence of the President.
- b. Organize technical and educational seminars provided to members of the Association.
- c. Assume the office of President should that office become vacant.
- d. Shall be a signing officer of the Association.

Section 3 – Duties of the Vice-President for External Affairs

The duties of the Vice President for External Affairs shall include:

- a. To carry out social, cultural, civic and sports activities of the Association and may preside at any meeting of the members, the Executive Board or committees in the absence of the President and Vice President for Internal Affairs.
- b. Assume the office of President should that office become vacant and the Vice President for Internal Affairs can not assume the office.
- c. Shall be a signing officer of the Association.

Section 4 – Duties of the Secretary

The duties of the Secretary shall include:

- a. To provide all notices required for membership meetings.
- b. Record the minutes of all meetings of the Executive Board.
- c. Shall be the custodian of all records and documents of the Association.
- d. Shall post complete copy of Association's reports, records (except personal information of members), minutes, notices and policies, Constitution and By-Laws and memos in the online database for easy access by the members of the Association.
- e. In reference to Section 4 (d), such information shall be made available to any member upon request.

Section 5 – Duties of the Treasurer

The duties of the Treasurer shall include:

- a. Keep full and accurate books of account, deposits and disbursement of funds.
- b. Provide regular financial and budget reports to the Executive Board.
- c. Prepare an annual financial report for submission to the Registrar of Societies.
- d. Shall be a signing officer for the Association; signs all cheques and vouchers for payment of any obligation of the Association with another signing officer.
- e. Shall post copies of financial reports in the on-line database for easy access by members of the Association.
- f. In reference to Section 5 (e), such information shall be made available to any member upon request.

Section 6 – Duties of the Press Relation Officer (PRO)

The duties of the Press Relation Officer (PRO) shall include:

- a. Serve as the liaison officer of the Association.
- b. Promote the Association's good image to the public.
- c. Responsible for all advertising needs of the Association.
- d. Issue press releases and statements upon approval of the Executive Board.

ARTICLE VII – Executive Board

Section 1 – Composition

- a. The Executive Board shall be composed of the Elected Officers and Committee chairpersons appointed by the President.

Section 2 - Tenure of Office

- a. The tenure of office of the Executive Board shall be 2 years.

Section 3 – Vacancies

- a. Any vacancies in the Executive Board will be filled by a regular member appointed by the Executive Board.

Section 4: Duties

- a. The Executive Board shall be the policy making body of the Association.
- b. The Executive Board shall approve the annual financial statements.
- c. The Executive Board shall review and approve the proposed activities of the various Committees.
- d. The Executive Board shall approve the funding of the activities of the various Committees.
- e. The Executive Board shall be accountable for all undertakings of the Association.

Section 5 - Removal of an Executive Board member

Any Executive Board member will be removed from office for any of the following reasons.

- a. Misappropriation of any funds of the Association.
- b. Conviction of a crime by a court of Law.
- c. Represented or used the Association in malicious or illegal activities.

ARTICLE VIII – Board of Directors

Section 1 – Composition

- a. The Board of Directors shall consist of 5 members composed of past Presidents and previous Elected Officers appointed by the Executive Board.
- b. The Elected Officer appointed by the Executive Board must be a Regular member of the Association for at least five (5) years,

Section 2 – Tenure of Office

- a. Directors shall have tenure of office for two (2) years. The immediate past President will join the Board of Directors after his term of office. When the immediate past President joins the Board of Directors, the longest serving member of the Board of Directors shall step down.
- b. The past Presidents shall stay in the Board of Directors until an immediate past President joins the Board of Directors.
- c. The Executive Board has the option to retain or replace any of the appointed Board of directors

Section 3 – Vacancy

- a. The Executive Board may appoint a replacement if there is a vacancy in the Board of Directors. The replacement can be a former Director or a Regular member of the Association for at least 5 years who has served as an Elected Officer of the Association.
- b. Any Director may resign from the Board at any time by written notice to the President even if his two (2) years term have not ended.

Section 4: Duties

- a. The Board of Directors shall be the consultative body of the Association and shall act as advisor to the Executive Board.
- b. The Board of Directors shall approve the annual financial statements signed by the Treasurer and President before the report is submitted to the Registrar of Societies.
- c. The Board shall review the accomplishments of the Executive Committee from the past year and provide advice to the executive officers.
- d. The Board of Directors, in coordination with the Elected Officers, shall sign and ratify the proposed amendments to the Constitution and By-laws.

Section 5 - Removal of the Board of Directors

Any member of the Board of Directors shall be removed from office:

- a. When the immediate past President joins the Board after his term of office ends.
- b. By resignation.
- c. By special resolution of the Board of Directors, if a Director ceases to be a member of the association in accordance to Article III, Section1.

ARTICLE IX –Committees

Committees are created to implement and execute the various programs and tasks of the Association. They shall ensure that the mission, values and policies of the Association are followed at all times.

Section 1 – Composition

- a. A committee shall be composed of a Chairperson and Regular members.
- b. The President shall appoint the Chairperson of the committee. Only Regular Members can be appointed as Chairperson of a Committee.
- c. The members of the various committees shall consist of Regular Members who are appointed by the Committee Chairperson.
- d. The list of the committees are:

- a. Membership Committee - The Membership Committee develops programs and activities for both the recruitment and retention of members in the Association.
- b. Website Committee - The Website Committee shall be responsible for the development and maintenance of the NAMABC website.
- c. Social and Event Committee – The Social and Event Committee shall be responsible for planning and organizing social activities.
- d. Recreational and Sports Committee - The Recreational and Sports Committee shall develop, promote and facilitate sports activities to develop the physical and mental health of NAMABC Members.
- e. Scholarship and Awards Committee – The Scholarship and Awards Committee shall be responsible for the selection and granting of scholarship to qualified Mapua Institute of Technology (MIT) student.
- f. Career Development – The Career Development Committee shall be responsible for mentoring, developing and implementing the strategy to enhance the career options of the members of the Association.

Special Committees shall be created as required, such as noted below, but are not limited to the following:

- a. Nominations and Elections Committee
- b. Fund Raising Committee

Section 2 – Functions

- a. The Committee shall report to the Executive Board.
- b. The Committee shall have the authority to develop and implement such tasks assigned to them by the Executive Board.

Section 3 – Tenure

- a. Tenure of the various Committee Chairperson shall be co-terminus with the tenure of the appointing President.

Section 4 - Duties of Committee Chairperson

- a. Committee Chairperson shall be responsible to form, organize and manage committee affairs.
- b. Committee Chairperson will decide on the resources and number of members that are needed to properly perform the tasks.
- c. Committee Chairperson shall invite volunteers or appoint deserving members to the particular committee

Section 5 - Ex Officio Membership in Committee

- a. The President shall be an ex-officio member of all committees except on the Nominations and Election Committee.

ARTICLE X – Meetings

Section 1 – Time of Meetings

a. Executive Board Meetings

The Executive Board shall meet at least six (6) times in a calendar year and as required as agreed upon by its members.

b. Annual General Meeting

The annual general meeting shall be held in October of the calendar year.

c. Special Meeting

The Special Meeting can be requested by the Executive Board, or by the President, or by twenty (20) percent of the Regular Members. The Special meeting shall be held at the time and place to be designated by the Executive Board.

d. Board of Directors Meeting

The Board shall meet at least once in a calendar year to review the financial report of the Association as provided by the President and the Treasurer.

Section 2 – Notice of Meetings

- a. Written or Verbal Notice for all meetings shall be served to all members at least (2) weeks before the date of the meeting.

Section 3 – Voting

Voting at meetings shall proceed on the following basis:

- a. A Member shall be entitled to cast one vote for every candidate during the elections of officers
- b. A Member shall be entitled to vote on any proposed resolution arising during Special or Annual General Meetings

Section 4 – Quorums

- a. A quorum for any meeting shall be twenty (20) percent of the members. If a quorum is not present at a meeting, the meeting shall be adjourned without further notice.

Section 5 – Conduct of Business

- a. Robert's Rule of Order shall govern the conduct of business during the Annual General Meeting.

ARTICLE XI – Signing Officers

- a. The signing officer for all official documents and records of the Association shall be the President.
- b. The two (2) signing officers for all banking and financial matters of the Association shall be the Treasurer and the President or Vice President for Internal Affairs or Vice President for External Affairs.
- c. The Elected Officers and the Board of Directors shall sign the ratified Constitution and By-Laws to take effect.

ARTICLE XII – Resolutions

- a. The Executive Board shall adopt resolutions as deemed necessary for the proper conduct of activities of the Association

FOR VOTING